

## BALTIMORE COUNTY OFFICE OF CENTRAL SERVICES

RECORDS RETENTION AND DISPOSAL SCHEDULE

Records Management Division

SCHEDULE NO.

C - 679

PAGE NO.

## Administration & All Divisions Community Development ACENCY DIVISION LIEM DESCRIPTION RETENTION NO. GENERAL CORRESPONDENCE Screen annually and 1. Subject arrangement of original incoming letters. destroy that material no longer needed for current copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials business. related to the administration of the agencies within the department. Directives, policies, and other material related to the planning and policy that illustrate the development of the agency retain permanently for eventual transfer to the State Archives. 2. UNOFFICIAL PERSONNEL FILES Screen annually and Files contain information on current employees. destroy that material no longer needed for current Files may contain but are not limited to copies of reference. Retain applications, annual reviews, reprimands and remaining items for two disciplinary actions, awards, doctor slips, accident (2) years after reports, resumes, etc. termination, then destroy Retain for one (1) year, 3. LEAVE AND TIME SHEETS then destroy. This file contains office copies of employees annual leave and daily time recordings (biweekly copies of time sheets, and computer biweekly printouts). **BUDGET RECORDS** Retain annual submissions 4. Annual Budget Submissions for five (5) years, then Monthly Budget Printouts destroy. Retain all other Work Papers (including notes, worksheets, and misc. papers for two (2) years contracts) then destroy. SCHEDULE APPROVED BY SCHEDULE APPROVED BY RECORDS MANAGEMENT OFFICER COUNTY ADMINISTRATIVE OFFICER 2/11/91 SCHEDULE APPROVED BY SCHEDULE APPROVED BY AGENCY OR DIVISION REPRESENTATIVE STATE ARCHIVIST



## RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO.

PAGE NO. 2 of 2

	4 BYLAND	•		2072
ITEM NO.		DESCRIPTION	RE	TENTION
5.	Files co Goods Re expense, vouchers bills, t	ACCOUNTING RECORDS  Intain office copies of: eceived memoranda, billing invoices, travel reports, requisitions, petty cash s, mileage reports, direct payment forms, paid ticket books, purchase orders deposit slips, books, etc.	Retain for years, the	• •
6.	Fixed as IRA Form Lost/Sto Surplus	SSET FILE sset printouts (including vehicles) us (office copy) colen Forms (office copy) Forms (office copy) or Forms (office copy)	• -	or one (1) destroy.
7.	These fi Council Legislat Contract Transact Notes, a	COUNCIL MATERIALS iles contain all materials related to County departmental activities, including tion Approvals, Bills and Resolutions, ts over \$25,000, Budget Appropriation tions (BAT), Schedules/Agendas, Auditors and Councilman Correspondence. They are aronologically.	Retain for years, the	· •
8.	These fi minutes commissi Departme	AND HEARING MINUTES iles contain legal and lettersize files of of meetings and hearings of boards, ions. committees and councils within the ent of Community Development that document roceedings and actions.	Retain in permanentl transfer to Archives.	y for eventual
			GENTLE TO	

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STRUCTIONS TYPE OR PRINT A DEPARTMENT OF GENERAL PARATE FORM FOR BACH NEW OR RECORDS MANAGEMENT 7275 WATERLOG		T DIVISION	AGENCY RECORDS INVENTORY	
REVISED RECORDS RETERTION SCHEDULE	P.O. BOX 2 JESSUP, MARYLA	<b>15</b>	PAGE 1 OF 8	
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT	
Community Development	Administration			
DEFINITION - RECORD SERIES A group of retention and	related records normally fi disposition purposes	led and used as a unit	for reference as well as	
4. RECORDS SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR	
General Administrative - Con	respondence File		1 <u>986                                    </u>	
	the purpose or function of	the series)		
studies, surveys, investig	gations, press relea other miscellaneous	ses, newspaper o	outgoing letter, memoranda, report clippings, legislative reference to the administration of this	
7. RECORDS SERIES FORMAT(S)  M LETTER SIZE () HICROFILM  LEGAL SIZE () COMPUTER TAPE		~	9. VOLUME	
[] BOUND BOOK [] LTOLLA DIZK	[] CHRONOLOGIO	CAL	10. VOLUME	
[] AUDIO TAPE [] VIDBO TAPE	[] GEOGRAPHIC	AL	(   FILE DRAWER(S)	
() OTHER (SPECIFY)	( OTHER (SPE	CIFY)		
11.FILE IS USED  (* DAILY () WEBELY	[] МОНТИЦУ	12. FILE BECONES 2 NUMBER	INACTIVE AFTER  [] MONTH(S)	
13. CURRENT LOCATION(S) (BLDG.,FLOOR,F l Investment Place, Suite Towson, Maryland 21204		14. IS RECORDS SERIES DUPLICATED ELSEWHERE? [] YES [A] NO {If Yes, Specify Agency or Office}  16. AUDIT REQUIREMENTS [] HONE [] STATE [] FEDERAL [] INDEPENDENT		
15. ACCESS RESTRICTIONS [] YES [; [If yes, cite law(s) & regulation(				
17. IS AN INDEX SYSTEM USED? (If yes, describe any hardware/software)  [] YES [] NO	explain briefly and	_materia   Busines	nnually and destroy that I no longerneeded for curren s. Directives, policies, and aterial related to theplanning &	
9. HAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER		21. DATE	
Paige Diegelman	887-3317		July 13, 1990	

DGS 550-4(REVISED 2/87)

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR BACH NEW OR REVISED RECORDS SERIES. FORWARD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY	
THE RECORDS RETENTION SCHEDULE			PAGE 2 OF 8	
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT	
Community Development	Administration			
DBFINITION - RECORD SERIES A group of r retention and	elated records normally file disposition purposes	ed and used as a unit	for reference as well as	
1. RECORDS SERIES TITLE			5 BARLIEST YEAR/LATEST YEAR	
General Accounting Records			1986 /1990	
6. RECORDS SERIES DESCRIPTION (Briefly d Include	escribe the types of inform the purpose or function of		found in the series.	
Files contain office of: Go requisitions, Purchase Orde paid bills.	oods Received memora ers, petty cash vouc	nda, billing in hers, mileage r	voices, expense/travel reports, eports, direct payment forms,	
•			•	
	.]			
7. RECORDS SERIES FORMAT(S)	8. RECORDS SERIES S		9. VOLUMB	
₩ LETTER SIZE () NICROFILM	[] ALPHABBTICAL	e <sub>k</sub>	<pre>  Ы FILE DRAWER(S)   () HICROPILM REBL(S)</pre>	
[ LEGAL SIZE   COMPUTER TAPE	[] NUMERICAL	· .	1 [  COMPUTER TAPE(S)   HUMBER    OTHER(SPECIFY)	
[ BOUND BOOK   PLOPPY DISK	W CHRONOLOGICA	i <b>L</b>	10. VOLUME   FILE DRAWER(S)	
(  AUDIO TAPE     VIDEO TAPE	[] GEOGRAPHICAL			
() OTHER (SPECIFY)	 			
11.FILE IS USED [] DAILY [] WEEKLY	M HOHIHLA	12. FILE BECONES  2 NUMBER	INACTIVE AFTER  [] HONTH(S) [] YEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FLOOR,RO One Investment Place, Suite Towson, Maryland 21204		11. IS RECORDS SERIES DUPLICATED ELSEWHERE?		
15. ACCESS RESTRICTIONS [] YES [* [If yes, cite law(s) & regulation(s				
17. IS AN INDEX SYSTEM USED? (If yes, e describe any hardware/software)  [] YZS (} NO	xplain briefly and		RETENTION	
• • • • • • • • • • • • • • • • • • • •				
9. NAME AND TITLE OF PREPARER Paige Diegelman	-	 	21. DATE   July 13, 1990	

Instructions TYPE OR PRINT A EPARATE FORM FOR EACH NEW OR	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 2. DIVISION		AGENCY RECORDS INVENTORY PAGE OF	
REVISED RECORDS SERIES, FORWARD ITH RECORDS RETENTION SCHEDULE				
I. DEPARTHENT/AGENCY			3. UNIT	
Community Developmen	t Administrati	on		
DEFINITION - RECORD SERIES A group of		•	or reference as well as	
4. RECORDS SERIES TITLE			5 BARLIEST YEAR/LATEST YEAR	
FIXED ASSETS FILE			<u> 1986 1 1991 </u>	
6. RECORDS SERIES DESCRIPTION (Briefly include	describe the types of information of		ound in the series.	
Fixed asset printouts (incl	uding vehicles)			
IRA Forms (office copy) Lost/stolen forms (office s	Forms)			
Surplus forms (office forms)				
Transfer Forms (office form	ıs)			
7. RECORDS SERIES FORMAT(S)	8. RECORDS SERIES	SEQUENCÈ	9. VOLUME	
(V LETTER SIZE () MICROFILM	{   ALPHABETICA	<b>ւ</b>	FILE DRAWER(S)	
[] LEGAL SIZE [] COMPUTER TAPE	[] NUMBRICAL		[] MICROFILM REBL(S) [] CÓMPUTER TAPE(S)	
[] BOUND BOOK [] PLOPPY DISK	L) CHRONOLOGIC	ÁL I	HUMBER () OTHER(SPECIFY)	
[] AUDIO TAPE [] VIDRO TAPE	[] GROGRAPHICA	L	10. VOLUME [d FILE DRAWER(S)	
[] OTHER (SPECIFY)	 	IÍT)		
11.FILE IS USED	-	12. PILB BECOMES I		
() DAILT [] WEEKLY	[] Monthly	HUNBER	() MONTH(S) () YEAR(S)	
13. CURRENT LOCATION(S) (BLDG., PLOOR, R	DON)		IBS DUPLICATED BLSEWHERE?	
l Investment Place	Suite 800	Wiss   No   If Tes, Specify Agency or Office     Fixed Nasetts Division of Central Services & Iter   16. AUDIT REQUIREMENTS   Division of Central Services & Iter   16. AUDIT REQUIREMENTS   PROBRAL   INDEPENDENT     16. ASCONNENDED RETENTION   Retain fixed asset Printout for one year, then destroy.		
Towson, Maryland 2				
15. ACCESS RESTRICTIONS [] TES [] (If yes, cite law(s) & regulation(s)				
17. IS AN INDEX SYSTEM USED? (If yes, describe any hardware/software) [4] YES [] NO	explain briefly and			
By date submittedi		Retain all obj	her completed forms for three estroy.	
			11.	
9. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER		21. DATE	
Paige Diegelman	887-3317		July 13, 1990	

DGS 550-4(REVISED 2/87)

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Instructions TYPE OR PRINT A	TE FORM FOR BACH NEW OR RECORDS MANAGEMENT DIVISION D RECORDS SERIES. FORWARD 7275 WATERLOO ROAD		AGENCY RECORDS INVENTORY	
REVISED RECORDS SERIES. FORWARD STATES OF STEAM OF SCHEDULE			PAGE 4 OF 8	
I. DEPARTHENT/AGENCY	2. DIVISION		3. UNIT	
Community Development	Administration			
DEFINITION - RECORD SERIES. A group of retention and	related records normally fil disposition purposes	ed and used as a unit	for reference as well as	
. RECORDS SERIES TITLE		5 EARLIEST YEAR/LATEST YEAR		
Leave and Time Sheets			1986 / 1990	
	the purpose or function of copies of employees	the series) annual leave and	found in the series.  d daily time recordings (bi-weekly	
7. RECORDS SERIES FORMAT(S)		SEOUENCE	l 9. VOLUNB	
M LETTER SIZE [] HICROFILM	[] ALPHABETICAI	_		
W LEGAL SIZE [] COMPUTER TAPE				
			NUMBER [] OTHER (SPECIFY)	
[] BOUND BOOK    PLOPPY DISK	M CHRONOLOGICA	AL	10. VOLUME	
() AUDIO TAPE () VIDEO TAPE	[] GEOGRAPHICAI	L	[] FILE DRAWER(S)	
() OTHER (SPECIFY)	OTHER (SPEC	[FT]		
11. FILE IS USED () DAILY () WEEKLY	[] КОНТИСУ	12. FILE BECOMES  1  NUMBER	INACTIVE AFTER  [] HONTH(S) (A) YEAR(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, FOR Investment Place, Suit Towson, Maryland 21204		MARS L. HO	BRIES DUPLICATED BLSEWHERE?  O (If Yes, Specify Agency or Office)	
		Finance - Payroll division (master time als		
15. ACCESS RESTRICTIONS [] YES [4] NO [If yes, cite law(s) & regulation(s)		16. AUDIT REQUIREMENTS / 		
17. IS AN INDEX SYSTEM USED? (If yes, describe any bardware/software)		18. RECOMMENDED RETENTION		
describe any hardware/software/ NY 125 PI HO Sy date filed w/	ourroll.	then a	destroy	
9. HAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	l	21. DATE	
Paige Diegelman	887–3317		July 13, 1990	

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TIUCTIONS TYPE OR PRINT A DEPARTMENT OF GENERAL SERVICES ARATE FORM FOR BACH NEW OR RECORDS MANAGEMENT DIVISION TISED RECORDS SERIES. FORWARD 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		DIVISION  - ROAD	PAGE 5 OF 8	
. DEPARTMENT/AGENCT	2. DIVISION		3. UNIT	
Community Development	Administration	į		
BFINITION - RECORD SERIES A group of a		ed and used as a unit i	for reference as well as	
. RECORDS SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR	
Meeting and Hearing Minutes	3	!	1986 / 1990	
. RECORDS SERIES DESCRIPTION (Briefly of Include Minutes of meetings and heat generally document their programment of the progr	the purpose or function of arrings of boards, co	the series) mmnissions, commi		
RECORDS SERIES FORMAT(S)   8. RECORDS SERIES S  H LETTER SIZE [] MICROPILM   H ALPHABETICAL  LEGAL SIZE [] COMPUTER TAPE   [] MUMERICAL			9. VOLUMB	
M TROVE SIER I CONFUIRK INTR		,	1 (  COMPUTER TAPE(S)   HUMBER    OTHER(SPECIFY)	
[   BOUND BOOK     PLOPPY DISK	CHRONOLOGICA	AL .	HUMBER    OTHER(SPECIFT)	
	Ì	` L		
[  BOUND BOOK    PLOPPY DISK [  AUDIO TAPE    VIDEO TAPE [  OTHER (SPECIFY)	CHRONOLOGICA	` L	NUMBER   OTHER(SPECIFY)   10. VOLUME       FILE DRAWER(S)       MICROFILM REEL (S)       COMPUTER TAPE(S)   NUMBER   OTHER(SPECIFY)	
[  BOUND BOOK    PLOPPY DISK     AUDIO TAPE    VIDEO TAPE     OTHER (SPECIPY)	CHRONOLOGICA       GEOGRAPHICAI     OTHER (SPECT		NUMBER   OTHER(SPECIFY)	
[  BOUND BOOK    PLOPPY DISK     AUDIO TAPE    VIDEO TAPE     OTHER (SPECIFY)     I.FILE IS USED    DAILY    K  WEEKLY     One Investment Place, Suite Towson, Maryland 21204	CHRONOLOGICA       GBOGRAPHICAI     OTHER (SPECT	L  IPY)  12. FILE BECOMES 1  2  NUMBER  14. IS RECORDS SEI  [] YES [A] NO  1	NUMBER    OTHER(SPECIFY)	
BOUND BOOK   FLOPPY DISK   AUDIO TAPE   VIDEO TAPE   OTHER (SPECIFY)   I.FILE IS USED   AUDIO TAPE   WEEKLY   I.FILE IS USED   AUDIO		IPY)  12. FILE BECOMES 1  2  NUMBER  14. IS RECORDS SEI  [] YES [4] NO  1  16. AUDIT REQUIRE  [2] HONE []	NUMBER   OTHER(SPECIFY)	
[  BOUND BOOK    PLOPPY DISK     AUDIO TAPE    VIDEO TAPE     OTHER (SPECIFY)     I.FILE IS USED      DAILY      WEEKLY     ACCESS RESTRICTIONS    IES		IPY)  12. FILE BECOMES 1  2  NUMBER  14. IS RECORDS SEI  [] YES [4] NO  1  16. AUDIT REQUIRE  [2] HONE []	NUMBER   OTHER(SPECIFY)	

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Instructions TYPE OR PRINT A SEPARATE FORM FOR BACH NEW OR REVISED RECORDS SERIES. FORWARD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVERTORY	
WITH RECORDS RETENTION SCHEDULE			PAGEOF	
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT	
Community Development	Administration	on		
DBFINITION - RECORD SERIES A group of retention and	elated records normally fil disposition purposes	led and used as a unit	for reference as well as	
4. RECORDS SERIES TITLE	·		5 BARLIEST YEAR/LATEST YEAR	
UNOFFICIAL PERSONNEL FILES			1986/1991	
6. RECORDS SERIES DESCRIPTION (Briefly d Include	escribe the types of inform the purpose or function of		found in the series.	
Files contain information of to copies of applications, a doctor slips, accident repor	annual reviews, rep			
7. RECORDS SERIES FORMAT(S) [4 LETTER SIZE [] NICROFILM	8. RECORDS SERIES S	SEQUENCE in Section of the subject	9. VOLUMB   61 FILE DRAWER(S)   1   NICROFILM REBL(S)	
[] LEGAL SIZE [] COMPUTER TAPE	[] NUMBRICAL	•	COMPUTER TAPE(S)   NUMBER (  OTHER(SPECIFY)   10. VOLUME   YILE DRAWER(S)	
[] BOUND BOOK [] PLOPPY DISK		AL		
() AUDIO TAPE () VIDEO TAPE		<b>1</b> .		
() OTHER (SPECIFY)	GEOGRAPHICAL 			
11. FILB IS USBD  (  DAILY   REBELY  in Frequently	-I MORTHLY	12. FILE BECONES I	HACTIVE AFTER  [] HONTH(S)  [] YEAR (X)	
13. CURRENT LOCATION(S) (BLDG., PLOOR, RO l Investment Pla Towson, Maryla	ON) ce Suite 800	14. 18 ABCORDS SERIES DUPLICATED BLSEWHERE?  [1788 [] NO (If Yes, Specify Agency or Office)  OSticial Personnel File in Personnel De		
15. ACCESS RESTRICTIONS [] TES []/ (If yes, cité law(s) & régulation(s		1 16. AUDIT REQUIRES	MENTS State [] pederal [] independent	
17. IS AN INDEX STSTEN USED? (If yes, explain briefly and describe any hardware/software)  MYRS [] NO  Alphabetic by empkyee name.		18. RECOMMENDED RETENTION    Screen annually and destroy that material no longer needed for current reference.   Retain remaining items for two years after		
		termination, t	- · ·	
9. HAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER		21. DATE	
Paige Diegelman	887-3317		July 13, 1990	
DGS 550-4(RBVISED 2/87)				

nstructions TYPE OR PRINT A EPARATE FORM FOR BACH NEW OR	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, WARYLAND 20794		AGENCY RECORDS INVENTORY PAGE 7 OF 8	
EVISED RECORDS SERIES. FORWARD ITH RECORDS RETENTION SCHEDULE				
. DEPARTMENT/AGENCY	2. DIVISION		3. UXIT	
Community Development	Administration		1	
BFINITION - RECORD SERIES A group of retention and	related records normally fil disposition purposes	ed and used as a unit	for reference as well as	
. RECORDS SERIES TITLE		5 EARLIEST YEAR/LATEST YEAR		
County Council Materials			1988 / 1990	
. RECORDS SERIES DESCRIPTION (Briefly Include	describe the types of inform the purpose or function of		found in the series.	
This file contains: Legisla (BAT) Budget Approp. Trans	ation Approvals, Bil actions, Schedules/A	ls and Resoluti gendas, Auditor	ons, Contracts over \$25,000, s Notes, Councilman Correspondence	
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. RECORDS SERIES FORMAT(S) [** LETTER SIZE   HICROFILM	8. RECORDS SERIES S		9. VOLUMB   \$  FILE DRAWER(S)	
k LEGAL SIZE ( COMPUTER TAPE	[] NUMBRICAL	·		
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[] BOUND BOOK [] PLOPPY DISK	CHRONOLOGICAL 			
			1 10 VOLIME	
(   AUDIO TAPE     VÎDEO TAPE	 	` •	1 10. VOLUME (4 FILE DRAWER(S)	
(  AUDIO TAPE     VÏDEO TAPE	GEOGRAPHICAN			
	1	[PT]	(4 FILE DRAWER(S)       HICROFILM REBL (S)	
		[PT]	(4 FILE DRAWER(S)	
() OTHER (SPECIFY)  11.FILE IS USED  () DAILY & WEEKLY	k  OTHER (SPEC)   Date Ore	IPT)  der  12. FILE BECONES  1 1 NUMBER	(4 FILE DRAWER(S)	
() OTHER (SPECIFY)  11.FILE IS USED	k  OTHER (SPEC)   Date Ord	IPI)  der  12. FILE BECOMES  1 1 NUMBER  1 14. IS RECORDS S	(4 FILE DRAWER(S)	
(  OTHER (SPECIFY)  11.FILE IS USED  (  DAILY   WEEKLY  13. CURRENT LOCATION(S) (BLDG.,FLOOR,R  One Investment Place, Suit Towson, Maryland 21204	k  OTHER (SPEC)   Date Ore		(A FILE DRAWER(S)	
OTHER (SPECIFY)	k  OTHER (SPEC)   Date Ord     NONTHLY	IPT)  der  12. FILE BECOMES  1	(A FILE DRAWER(S)	
OTHER (SPECIFY)    OTHER (SPECIFY)   O	ki other (special Date Order   Date Order   Date Order   Date Order   No.   Date Order   Date Order	IPT)  der  12. FILE BECOMES  1	(AFILE DRAWER(S)	
OTHER (SPECIFY)    OTHER (SPECIFY)   O	ki other (special Date Order   Date Order   Date Order   Date Order   No.   Date Order   Date Order	IPT)  der  12. FILE BECOMES  1	(A FILE DRAWER(S)	
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Instructions Type or Print A DEPARTMENT OF GENERAL SEPARATE FORM FOR BACH NEW OR RECORDS MANAGEMENT 7275 WATERLOOF P.O. BOX 27 JESSUP, MARYLAN		DIVISION   — ROAD	PAGE 8 OF 8
. DEPARTMENT/AGENCY . 2. DIVISION . Dommunity Development . Administration			3. UNIT
EFINITION - RECORD SERIES A group of retention and	related records normally file disposition purposes	ed and used as a unit fo	or reference as well as
. RECORDS SERIES TITLE eral Budget Files			5 EARLIEST YEAR/LATEST YEAR 1987 / 1990
•	the purpose or function of t aration notes, works	the series)	ound in the series.  budgets, notes concerning
· ·			
7. RECORDS SERIES FORMAT(S)    LETTER SIZE    MICROFILM    LEGAL SIZE    COMPUTER TAPE	8. RECORDS SERIES S [] ALPHABBTICAL [] HUMBRICAL	-	9. VOLUME    PILE DRAWER(S)         MICROFILM REEL(S)   2     COMPUTER TAPE(S)
[] BOUND BOOK [] PLOPPY DISK		by FY filed willunget	NUMBER () OTHER(SPECIFT) 
() AUDIO TAPE () VIDEO TAPE () OTHER (SPECIFY)	GEOGRAPHICAL		FILE DRAWER(S)         HICROFILM REEL (S)     COMPUTER TAPE(S)   HUKBER   OTHER(SPECIFY)
11. FILE IS USED [] WEEKLY		12. FILE BECONES II  2  NUMBER	HACTIVE AFTER  [] HOHTH(S)  [3] YEAR(S)
13. CURRENT LOCATION(s) (BLDG.,FLOOR,R One Investment Place, St Towson, Maryland 212204		14. IS RECORDS SERIES DUPLICATED ELSEWHERE?     TES   HO (If Yes, Specify Agency or Office)   16. AUDIT REQUIREMENTS     HONE   STATE   PEDERAL   INDEPENDENT	
15. ACCESS RESTRICTIONS () TES P			
17. IS AN INDEX SYSTEM USED? (If yes, describe any bardware/software)  [] YES	explain briefly and	18. RECONMENDED RE	TENTION
<b>y</b>			
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